SYSTEM OVERVIEW

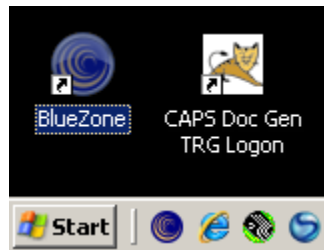**Security**
Logging On & Logging Off
Keyboard Functions
Help Resources
Screen Functions
Menus

LOGGING IN

➢ Security clearance is tied to the User ID and to the Worker Type (within CAPS)
- CAPS security includes access to screens and approval authority

➢ Double click the Mainframe icon (sometimes labeled as BlueZone) to access the Entry Validation screen

GENERAL SCREEN INFORMATION

Colors

The different colors on CAPS screens mean certain things. Of course, you do have the ability to change your color scheme, so the colors identified below are valid if you are using the standard color scheme in CAPS.

Color	Meaning
Green	Header/Title (not modifiable)
Light Blue	Not enterable/not modifiable On certain screens, light blue also indicates that the entry is DPHHS related
Yellow	Enterable/modifiable Indicates a payment is a trust account payment (CBPL)
Red	System messages, typically in the bottom left corner of the screen
Dark Blue	On certain screens, dark blue indicates that the entry is DOC related
Pink	Indicates read only access to a report, client or facility Highlights the Child Abuse/Neglect (CAN) flag on PERL Indicates a payment is in INCOMPLETE status (PAYA) Indicates a payment has been put on HOLD (CBPL)
White	Informational messages, typically in bottom left corner of screen Highlights the detail when DELETE is selected in order to confirm

Passwords

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CAPS Security

SO-04

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➢ At the Entry Validation Screen
- Enter your User ID and Password
- Your password can be changed by tabbing to "Change Password" and selecting Y (Yes)
- Once ENTER is pressed, a screen will appear asking you to type in your new password and to confirm the new password
- Your password must be 8 alphanumeric characters, containing a minimum of one letter and one number
- Your password cannot use repeating characters (zz, 22, etc)
- Your password cannot begin with:

ADM	AGR	APPL	APR	ASDF	AUG	BASIC	CADAM	DEC
DEMO	DEQ	DLI	DOA	DOC	DOJ	DOR	DOT	DPH
FEB	FOCUS	FWP	GAME	GOV	HHS	IBM	JAN	JUL
JUN	LIV	LOG	MAR	MAY	MDT	MONT	MPERA	MT
NET	NEW	NOV	OCT	PASS	PER	REV	ROS	SEP
SIGN	SYS	TEST	TSO	VALID	VTAM	XXX	1234	

- Passwords must be kept for a minimum of 15 days
- Your password expires and must be changed every 60 days
- You will receive a warning seven days before your password expires
- The new password cannot match your previous 6 passwords
- If you type your password incorrectly three times in the same day, you will be locked out and you will need to contact the DPHHS Help Desk at 444-9500 or dphhstech@mt.gov
- More details on mainframe passwords are available at: https://mainframe.mt.gov/pwchange/

➢ Once the User ID and Password have been entered, press **Enter** to access the Supersession menu
- Select **CICS PRODUCTION CICS SYSA** to access CAPS Production
- If you receive a screen of **CICS/NEWS**, press **F3** to exit this screen
- From the menu select **CAPS PRODUCTION SYSTEM FS01**

CAPS Security

SO-04

- ➢ At the Entry Validation Screen
  - - Enter your User ID and Password
  - - Your password can be changed by tabbing to "Change Password" and selecting Y (Yes)
  - - Once ENTER is pressed, a screen will appear asking you to type in your new password and to confirm the new password

- ➢ Password guidelines
  - - Your password must be changed every 60 days
  - - Your password must be 8 alphanumeric characters
  - - Your password cannot use repeating characters (zz, 22, etc)
  - - You cannot change your password for at least 15 days after a recent password change
  - - You cannot reuse a password until you have had five other passwords
  - - You will receive a warning seven days before your password expires
  - - If you type your password incorrectly three times in the same day, you will be locked out and you will need to contact the DPHHS Security Officer

- ➢ Once the User ID and Password have been entered, press **Enter** to access the Supersession menu
  - - Select **CICS PRODUCTION CICS SYSA** to access CAPS Production
  - - If you receive a screen of **CICS/NEWS**, press **F3** to exit this screen
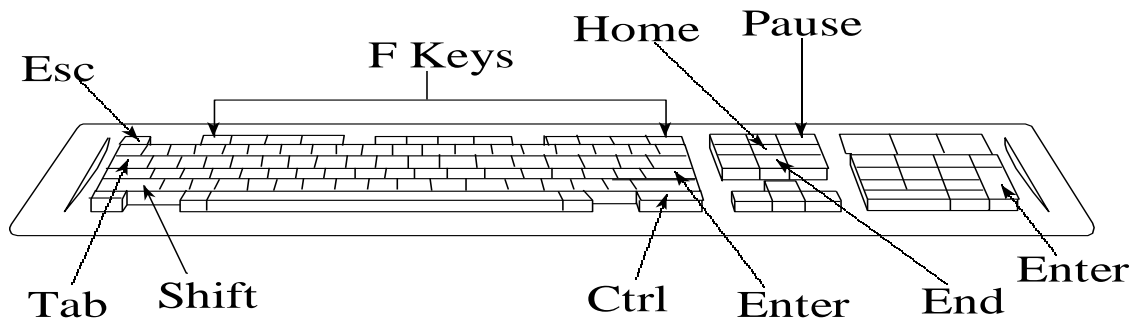 - - From the menu select **CAPS PRODUCTION SYSTEM FS01**

Key Board

Esc   F Keys   Home   Pause

Tab   Shift   Ctrl   Enter   End   Enter

SO-05

> ➢ TAB - Moves cursor to the next enterable field

> ➢ SHIFT/TAB - Moves cursor back one field

> ➢ HOME - Moves the cursor to the first enterable field at the top of the screen
>   -   HOME/SHIFT/TAB will move the cursor to the PATH field

> ➢ END - Erases to the end of the line everything to the right of the cursor

> ➢ PAUSE - Begins the logoff process/exits CAPS - **VERY IMPORTANT!**

> ➢ ENTER - Executes the command to update

> ➢ CTRL – (right) Moves the cursor down the screen like the return on a typewriter

> ➢ ESC - Unlocks the keyboard when an execution error has occurred

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```
CAFSPERD                      PERSON DETAIL                 07/13/2016    11:33
USER ID : C84852   ADD
CAPS ID : 00000000    00      NAME:

LAST NAME   : DOE                       ASSIGNED WORKER INFORMATION
FIRST NAME  : JANE          AKA:           WORKER ID:          RGN:    CNTY:
MIDDLE NAME :               CAN:             NAME:
SUFFIX      :        P SSN VERIF:         PHONE NO:                EXT:
SEL P/S-- SSN ---- SEL P/S-- SSN ----   SECONDARY:
 A  F1                     _
DRIVERS LICENSE ST:    NUMBER:                    --------- ADDRESS ----------
BIRTH DT :             VERIF:    AGE:   0 LINE1 :
  _____
 |   Field: P/S                                                              |
 |                                                                           |
 |   Updated on screen(s):  PERD                                             |
 |                                                                           |
 |   Notes:  Select with a "P" if it is the primary social security Number,  |
 |   or with an "S" if it is the secondary number.                           |
 |                                                                           |
 |                                                                           |
 |                                                                           |
 |                                                                           |
 |_ F3=Exit _____ Scroll: 010 ____|
```

➢ Field-level and screen-level Help explains the purpose of a field or the screen

➢ For Field Help
  - Press F1, information about that field will be displayed
  - If information is needed for a non-enterable field, use arrow keys to get to the protected field

➢ For Screen Help
  - Move the cursor anywhere on the screen that is not an input field to obtain screen-level Help
  - Press F1 to display screen-level Help
  - Multiple pages of information may exist

Northrop Grumman Help Desk

- CAPS Help Desk is available Monday through Friday from 7:30am - 5:30pm
  - Local number is 444-4125
  - Email: HHSNGCHelpDesk@mt.gov. Use ALT+PrtScn to email them a screen shot of a CAPS screen
  - Out of the Helena area call 1-800-285-2361
  - FAX number is 449-3981
  - Contact them for problems while working in CAPS (i.e., help in how to fill out a screen, text/docgen problems, screen abends)

- DPHHS Help Desk is available Monday through Friday from 7:00am - 5:00pm
  - Phone number is 444-9500
  - Contact them for problems OUTSIDE of CAPS (i.e., hardware problems, email, password/user ID problems, system down)

- Problems will be documented for 'fixing'
  - You will be notified when your reported problem has been fixed

```
CAFSMAIN                        MAIN MENU                 03/30/2009   15:54
USER ID : CS4566



                     SEL  PATH  DESCRIPTION
                      _   RRRM  REPORT/REQUEST MENU
                      _   PSNM  PERSON IDENTIFICATION MENU
                      _   SERM  SERVICES MENU
                      _   INTM  INTERFACE MENU
                      _   WOPM  WORKPLAN MENU
                      _   PRIM  PROVIDER INFORMATION MENU
                      _   CONM  CONTRACT MENU
                      _   PAYM  PAYMENTS MENU
                      _   UTLM  UTILITIES MENU
                      _   TRAM  TRUST ACCOUNT MENU


          TO VIEW CAPS SYSTEM UPDATE INFORMATION, POSITION CURSOR
                    HERE ==>  _  <== AND PRESS F1
                      LAST UPDATED  02/26/1999



WELCOME TO THE CAPS QA SYSTEM                                      PATH:
```

➢ Menus, Sub-Menus, List/Detail type screens
  - You will see only those screens/menus for which you have security clearance
  - **List screens** display all of the detail records that have been added or may be used to initiate the ADD function
  - **Detail screens** are used to add the actual detail of an event or record item

➢ Select any Menu by placing the cursor on the SEL (select field) and pressing ENTER

➢ Error messages are displayed at the bottom of the screen
  - The field in error will be highlighted in red type

➢ When entering data, type in all lower case letters; CAPS will convert to all caps when the screen is updated

➢ Dates and numbers (SSN) may be typed without the dashes or slashes
  - Erase any remaining zeros in date fields by pressing END

```
CAFSADDL                       ADDRESS LIST                07/18/2016    14:14
USER ID : C84852                                            PAGE NO:    1
CAPS ID : 00002084    25      NAME: TESTING, EVE

TO SELECT, ENTER I=INQUIRE, M=MODIFY OR D=DELETE


     START
SEL  DATE      ACT TYP  ADDRESS                 CITY               ST   DIR
  _  12/20/97   Y   P   1045 N MONTANA AVE      HELENA             MT
  _  12/20/97   Y   R   1010 FRANK ST           HELENA             MT
  _  12/20/97   N   P   PO BOX 7616             MISSOULA           MT
  _  12/20/97   N   P   50 S LAST CHANCE GULC   HELENA             MT
  _  12/20/97   N   P   3075 N MONTANA AVE      HELENA             MT












                                                              PATH: ▮
```

> Most screens require specific selection (SEL) code:
> A =   ADD
> D =   DELETE
> I =   INQUIRE
> M =   MODIFY
> S =   SELECT

> Use your KEY TEMPLATE for "F" (function) key instructions

> The selection code determines in which "mode" (inquire, modify, etc.) the screen is accessed

> The CAPS ID/Provider number in the header or "global" will remain the same from screen to screen until changed.

> When entering dates in the CAPS system, you must enter the full year. For example: January 2, 2013 would have to be entered **0102013**

MAIN - Main Menu

```
CAFSMAIN                        MAIN MENU              03/30/2009    15:54
USER ID : CS4566



                    SEL  PATH  DESCRIPTION
                     _   RRRM  REPORT/REQUEST MENU
                     _   PSNM  PERSON IDENTIFICATION MENU
                     _   SERM  SERVICES MENU
                     _   INTM  INTERFACE MENU
                     _   WOPM  WORKPLAN MENU
                     _   PRIM  PROVIDER INFORMATION MENU
                     _   CONM  CONTRACT MENU
                     _   PAYM  PAYMENTS MENU
                     _   UTLM  UTILITIES MENU
                     _   TRAM  TRUST ACCOUNT MENU


            TO VIEW CAPS SYSTEM UPDATE INFORMATION, POSITION CURSOR
                    HERE ==>  _  <== AND PRESS F1
                      LAST UPDATED  02/26/1999



WELCOME TO THE CAPS QA SYSTEM                               PATH:
```

➢ This screen is accessible to all users. Certain areas of the system will not be accessible to all users

➢ This display screen has one select field for each menu option
- Type any character at the select line or place the cursor at a select line and press ENTER or
- Type the four-character screen acronym in the PATH field
- The appropriate screen is displayed when Enter is pressed

➢ Press F3 from any screen to access MAIN

➢ To display CAPS system update information, position the cursor in the appropriate space and press the F1 key. Update information will include: physical screen changes, screen functionality changes, code table additions, etc.

RRRM - Report/Request Menu

```
CAFSRRRM              REPORT/REQUEST MENU        06/01/2009   11:52
USER ID : CS4566



             SEL  PATH  DESCRIPTION
              _   RRRL  REPORT/REQUEST LIST
              _   PERS  PERSON SEARCH
              _   PROS  PROVIDER SEARCH











                                                        PATH: █
```

➢ Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

PSNM - Person Identification Menu

```
CAFSPSNM              PERSON IDENTIFICATION MENU    06/01/2009   11:53
USER ID : CS4566



             SEL  PATH    DESCRIPTION
              _   PERS   PERSON SEARCH
              _   EVEL   EVENT LIST
              _   PERD   PERSON DETAIL
              _   CLID   CLIENT DETAIL
              _   RELL   RELATIONSHIP LIST
              _   ADDL   ADDRESS LIST
              _   NADE   NON-DFS ADOPTION DATA ENTRY
              _   AXED   ASSIGNMENTS/TRANSFERS DETAIL
              _   SEAL   SEE ALL CLIENTS SCREENS






                                                        PATH:
```

➢ Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

SERM - Services Menu

```
CAFSSERM                    SERVICES MENU              06/01/2009    11:53
USER ID : CS4566



                    SEL  PATH  DESCRIPTION
                     _   PSNM  PERSON IDENTIFICATION MENU
                     _   APPL  APPLICATION LIST
                     _   PPLM  PERMANENCY PLAN MENU
                     _   GRSL  GROUP SERVICES LIST
                     _   CPHL  CLIENT PLACEMENT LIST
                     _   SERL  SERVICES LIST
                     _   ACTL  ACTIVITY LIST
                     _   CRTL  COURT LIST
                     _   PROS  PROVIDER SEARCH
                     _   CELL  CLIENT ELIGIBILITY LIST
                     _   ICPD  INTERSTATE COMPACT DETAIL
                     _   PPHL  PERMANENCY PLAN HEARING LIST
                     _   IVEL  IV-E REIMBURSABILITY LIST




                                                        PATH: █
```

➢ Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

PRIM - Provider Information Menu

```
CAFSPRIM                PROVIDER INFORMATION MENU      06/01/2009    11:56
USER ID : CS4566

  SEL  PATH  DESCRIPTION            SEL  PATH  DESCRIPTION
   _   PROS  PROVIDER SEARCH         _   FASL  FACILITY ASSESSMENT LIST
   _   PROD  PROVIDER DETAIL         _   PADL  PROVIDER ADDRESS LIST
   _   FACD  FACILITY DETAIL         _   PAKD  PROVIDER AKA DETAIL
   _   PRPH  PROVIDER PLACEMENT HISTO _  PRPL  PROVIDER PERSON LIST
   _   PRTL  PROVIDER TRAINING LIST  _   PREL  PROVIDER EVENT LIST
   _   PRCL  PROVIDER CONTACT LIST   _   FSPL  FACIL SERVICES PROVIDED
   _   PASL  PROVIDER ACTIVE SERVICES _  PRLB  PROVIDER LABELS MENU
   _   CLTL  CLIENT TYPES LIST       _   PBID  PROVIDER BANKING DETAIL
   _   PRFL  PROVIDER/FACILITY LIST  _   PIGD  PROVIDER INFORMATION DET
   _   FALL  FACILITY LICENSING LIST _   PTID  PROVIDER TAX IDENTIFICAT






                                                        PATH: █
```

➢ Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

COTL - Code Table Lookup

```
CAFSCOTL                  CODE TABLE LOOKUP            06/01/2009   11:59
USER ID : CS4566                                         PAGE NO:   8

TABLE NAME : RELATIONSHIP

TO SELECT, ENTER S=SELECT        START CODE: T

SEL CODE        DESCRIPTION
 _   SFR        STEP FATHER                    Use the START CODE field
 _   SIS        SISTER                         to skip down to codes
 _   SLF        SELF                           beginning with the entered
 _   SMR        STEP MOTHER                    letter(s).  You can then F8 to
 _   SON        SON                            scroll forward.
 _   SPD        STEP DAUGHTER
 _   SPO        SPOUSE
 _   SPS        STEP SON
 _   SPT        SPEECH THERAPIST
 _   SRO        OTHER SRS STAFF
 _   SSR        STEP SISTER, MARRIAGE RELATED
 _   STB        STEP BROTHER - MARRIAGE RELATED
 _   SWS        DFS SOCIAL WORK SUPERVISOR
 _   TCH        TEACHER

                                                            PATH: RRD1
```

➢ This screen is accessed by pressing F12 and will display a list of codes appropriate for a particular field

➢ Select the code with an "S" and press ENTER to bring the code back to the field

➢ To leave this screen without selecting a code, just press Enter